



Republic of the Philippines  
**Department of Education**

26 JAN 2018

DepEd O R D E R  
 No. **02**, s. 2018

**AMENDMENT TO DEPED ORDER NO. 15, S. 2017**

(Guidelines on the Allocation of Funds for Venue, Meals and Snacks, and Room Accommodation for Official Activities Organized and Conducted by the Department of Education)

To: Undersecretaries  
 Assistant Secretaries  
 Bureau and Service Directors  
 Schools Division Superintendents  
 Public Elementary and Secondary School Heads  
 Division Chiefs  
 Attached Agency Heads  
 All Others Concerned

1. The Department of Education (DepEd) issued DepEd Order (DO) No. 15, s. 2017 entitled Guidelines on the Allocation of Funds for Venue, Meals and Snacks, and Room Accommodation for Official Activities Organized and Conducted by the DepEd, particularly. However, in consideration of the prevailing rates of hotels and other training facilities, Item No. 2 of said DO is hereby amended as follows:

| Item                  | Per DO 15, s. 2017  | Amendment |      |           |         |                       |         |              |         |  |      |      |           |         |                       |         |              |         |
|-----------------------|---|-----------|------|-----------|---------|-----------------------|---------|--------------|---------|--|------|------|-----------|---------|-----------------------|---------|--------------|---------|
| 2                     | <p>For activities utilizing DepEd training venues such as the Regional Education Learning Centers (RELCs), ECOTECH Center, National Educators Academy of the Philippines (NEAP), and Baguio Teachers Camp (BTC), the allowable rates for facilities, meals and snacks, and room accommodation per participant per day shall not exceed One Thousand Two Hundred Pesos (P1,200.00).</p> <p>The following are the allowable rates for activities, which are less than one day or for activities which do not require three meals:</p> <table border="1"> <thead> <tr> <th>Meal</th> <th>Rate</th> </tr> </thead> <tbody> <tr> <td>Breakfast</td> <td>P150.00</td> </tr> <tr> <td>Snacks<br/>(a.m./p.m.)</td> <td>P 75.00</td> </tr> <tr> <td>Lunch/Dinner</td> <td>P350.00</td> </tr> </tbody> </table> | Meal      | Rate | Breakfast | P150.00 | Snacks<br>(a.m./p.m.) | P 75.00 | Lunch/Dinner | P350.00 | <p>For activities utilizing DepEd training venues such as the Regional Education Learning Centers (RELCs), Applied Nutrition Center, ECOTECH Center, National Educators Academy of the Philippines (NEAP), and Baguio Teachers Camp (BTC), the allowable rates for facilities, meals and snacks, and room accommodation per participant per day shall not exceed One Thousand Five Hundred Pesos (P1,500.00).</p> <p>The following are the allowable rates for activities, which are less than one day or for activities which do not require three meals:</p> <table border="1"> <thead> <tr> <th>Meal</th> <th>Rate</th> </tr> </thead> <tbody> <tr> <td>Breakfast</td> <td>P200.00</td> </tr> <tr> <td>Snacks<br/>(a.m./p.m.)</td> <td>P100.00</td> </tr> <tr> <td>Lunch/Dinner</td> <td>P400.00</td> </tr> </tbody> </table> | Meal | Rate | Breakfast | P200.00 | Snacks<br>(a.m./p.m.) | P100.00 | Lunch/Dinner | P400.00 |
| Meal                  | Rate  |           |      |           |         |                       |         |              |         |  |      |      |           |         |                       |         |              |         |
| Breakfast             | P150.00   |           |      |           |         |                       |         |              |         |  |      |      |           |         |                       |         |              |         |
| Snacks<br>(a.m./p.m.) | P 75.00   |           |      |           |         |                       |         |              |         |  |      |      |           |         |                       |         |              |         |
| Lunch/Dinner          | P350.00   |           |      |           |         |                       |         |              |         |  |      |      |           |         |                       |         |              |         |
| Meal                  | Rate  |           |      |           |         |                       |         |              |         |  |      |      |           |         |                       |         |              |         |
| Breakfast             | P200.00   |           |      |           |         |                       |         |              |         |  |      |      |           |         |                       |         |              |         |
| Snacks<br>(a.m./p.m.) | P100.00   |           |      |           |         |                       |         |              |         |  |      |      |           |         |                       |         |              |         |
| Lunch/Dinner          | P400.00   |           |      |           |         |                       |         |              |         |  |      |      |           |         |                       |         |              |         |

2. All other provisions stated in DepEd Order No. 15, s. 2017 shall remain in effect.
3. Immediate dissemination of and strict compliance with this Order is directed.

  
**LEONOR MAGTOLIS BRIONES**  
Secretary

Reference:

DepEd Order (No. 15, s. 2017)

To be indicated in the Perpetual Index  
under the following subjects:

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